

Tempe Fire Department Policies and Procedures
Fire Company Planning and Training
110.02
Rev 5-6-96

PURPOSE

The purpose of the fire company planning and training program is to:

- . Provide policy direction to company officers relative to the planning of activities at the fire company level.
- . Provide a framework for effective time management to assist the company officer in planning and accomplishing company projects and assignments.
- . Confirm that a coordinated effort is maintained between company officers and all the various divisions and sections of the Department. Planning and coordination of activities are essential to the fulfillment of the Department's Mission and Value Statement.

The company officer is responsible as a forward-thinking manager for planning all activities of the fire company toward the attainment of organizational goals and the specific objectives of the Emergency Services Division. This policy is essential to that end.

RESPONSIBILITY

All officers in the Tempe Fire Department are responsible for the implementation and management of this policy. Each company officer is directly responsible for the development of a company training plan consistent with defined standards of the Department and enhancement of individual employee development. Company officers will also be required to plan, schedule, and carry out the other essential activities defined in this policy.

DEFINITIONS

In order to effectively implement the fire company planning and training program, an understanding of the following definitions is important:

- A. *Master Calendar:* The master planning calendar depicts important activities and events and identifies areas where fire company time has been scheduled by the department.
- B. *Minimum Quarterly Training Requirements:* A minimum of 24 hours of training is to be provided to each member per quarter in order to develop new skills and to prevent degradation of previously learned skills. A portion of this training will be provided by the Department. The remainder will be the responsibility of the company officer. Each company will participate in at least one multi-company drill per quarter at the direction of the shift commander.
- C. *Periodically Scheduled Activities:* Hydrants, hose maintenance, communication and goal setting workshops, base station meetings, officer development classes, apparatus monthlies, station and apparatus inspections, minimum company standards, EMT training, fire prevention month, performance evaluations, public relations, etc.
- D. *Company Activities:* Fire companies are involved in a wide range of activities that collectively contribute to the successful attainment of organizational goals. The following describes the majority of fire company activities:
 - 1. Emergency Response.

2. Morning Daily Apparatus Check - Conducted to confirm the response readiness of the apparatus and verify the proper condition of equipment assigned to the apparatus as well as the condition of personal safety equipment/clothing of each assigned member.
3. Physical Fitness - A program designed for members to maintain the endurance and strength required to perform the job.
4. Fire Company Inspection Program - Includes all activities at the company level relative to initial inspection, as well as subsequent inspections considered appropriate and essential to the compliance effort. This program also assists in familiarizing fire company members with structures throughout the community.
5. Pre-fire Planning/Property Information Program - This activity includes two important functions of a fire company in advanced planning activities vital to the effective control of fires and safety of personnel. The program provides for the development of detailed drawings and property information documentation of large and/or complex structures. Together they provide information essential to successful emergency operations.
6. Target Inspections - This program consists of identifying target hazard occupancies in the City and developing plans and advance company familiarization regarding emergency incidents in such occupancies. These inspections require a pre-fire plan/property information report or update.
7. Fire Company Training - Structured classes, drills, and/or minimum company standards.
8. Facilities Maintenance - Routine maintenance of grounds and facilities that take place on both a daily and weekly basis.
9. Special Assignments - Special meetings, assignments by the battalion chief, movement of fire apparatus out of first due area, special demonstrations, etc.
10. Monthly Apparatus Maintenance - The apparatus and equipment checks and preventive maintenance that are performed monthly by company members at Fire Maintenance.
11. Fire Hydrant Checks - Verification of all fire hydrant locations on maps, reporting and follow-up on damaged hydrants or obstructed hydrants and vegetation removal.
12. Fire Hose Maintenance and Testing.
13. Public Education and Public Relations Activities.

- E. *Essential Activities:* There are a number of activities that fire companies are responsible for relative to effective and efficient service delivery to the public (see Company Activities section of this policy). Fire Company Planning and Training is designed around the required completion of essential activities on a quarterly basis. The following defines the activity description and the minimum "required" hours of activities to be completed in a quarter and are essential to advanced planning by the company officer:

Activity	Minimum Required
Fire Company Training	24 Hours Per Quarter
Fire Company Inspections	20 Hours Per Quarter
Target Inspection/Pre-fire Planning Program	12 Hours Per Quarter

Fire Apparatus Maintenance	As necessary to maintain a high state of reliability and professional appearance.
Fire Station Maintenance	To maintain station in a safe, healthy, and professional condition.
Physical Training	30 Hours Per Quarter Per Member
Public Education	2 Hours

- F. *Company Time Blocks:* Blocks of time are established in order to define allocations of time. The following provides an overview of the company time blocks by time span and day of week.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Block A	0800-0830	0800-0830	0800-0830	0800-0830	0800-0830	0800-0830	0800-0830
Block B	0830-0930	0830-0930	0830-0930	0830-0930	0830-0930	0800-0930	0830-0930
Block C	1000-1145	1000-1145	1000-1145	1000-1145	1000-1145	1000-1145	1000-1145
Block D		1315-1500	1315-1500	1315-1500	1315-1500	1315-1500	
Block E		1530-1700	1530-1700	1530-1700	1530-1700	1530-1700	

PROCEDURES

The assistant fire chief in charge of the Emergency Services Division shall initiate the quarterly calendar by selecting regularly scheduled or mandated activities for inclusion in the master calendar using the time blocks defined above. The planning group (assistant chief, shift commanders, Training battalion chief, fire marshal, Medical Services battalion chief, Special Operations battalion chief, and Support Services officer) shall meet the first Tuesday of the month, prior to the start of a quarter. The calendar entries from all planning group members must be made in their entirety at this time.

The planning group, under the authority of the assistant chief of Emergency Services, shall then select time blocks on the calendar for departmental training and activities. The planning group will identify and schedule the multi-company drills for the quarter, and the training subject(s) to be instructed by company officers (including minimum number of training hours) for the quarter.

The assistant chief is responsible for sending a copy of the quarterly planning/training calendar to all shift commanders by the first Friday following their planning group meeting.

Shift commanders shall then add to the quarterly calendar based upon the needs of their fire companies and their respective shifts. This shall be done in consultation with the individual company officers.

Special attention shall be devoted to the development of a calendar for the quarter that satisfies the minimum required number of hours essential to the attainment of standards defined under "essential activities" (see Section E).

Shift commanders shall forward their copy of the calendar to the clerical staff by the 20th of the month.

All entries shall be printed in pencil.

The clerical staff shall then compile the input from the shift commanders' copies into a final copy and distribute.

The company officer will use the master to plan discretionary activities at least one tour in advance. In preparing the planning/training calendar, top priority shall be applied in the scheduling of the essential activities, with activities of subordinate importance being placed on the planning calendar as viewed appropriate by the company officer.

Note: If days off are scheduled for a company officer, that officer shall be responsible for any planning of company activities for that time period prior to being off. It shall then be the substitute/fill-in captain's responsibility to see that those planned activities are accomplished or identify on the planning calendar why they were not. Additionally, note the "general" box - even if it is not your shift, the activity listed may affect you in some way.

It is the responsibility of the regularly assigned captain to ensure that his/her replacement or acting captain perform those duties in his/her absence. Vacation, sick leave, and other types of leaves are not valid excuses for not meeting minimum requirements.

The fire company copy of the quarterly planning/training calendar shall be prominently displayed in the captains' office.

It is recognized that emergencies and significant but unscheduled events may preempt activities denoted on the planning/training calendar. It is the company officer's responsibility to plan the rescheduling of the canceled activities to another appropriate date as soon as possible. This is of special importance if the canceled activity falls under the category of an essential activity. The rescheduled date and activity shall be re-posted on the company officer's calendar.

An acting or fill-in captain does not have the authority to deviate from the company plan for the work shift without approval of the battalion chief.

As indicated previously, the company officer is responsible to plan and complete the essential activities in the quarterly planning period. It is recommended that a concentrated effort be applied early in the planning period to satisfy the criteria established for essential activities.